

Commonwealth of Pennsylvania
DEPARTMENT OF EDUCATION
333 Market Street, Harrisburg, PA 17126-0333

PDE-5501 (4/05)

TEMPORARY PROFESSIONAL EMPLOYEE/PROFESSIONAL EMPLOYEE RATING FORM

Last Name

First

Middle

District/ITU

School

Satisfactory Service of employee sufficiently acceptable to justify continuation of employment.	Signature of Rater:		Unsatisfactory Improvement is essential to justify continuance in service.	Signature of Rater:	
	Position:	Date:		Position:	Date:
I. PERSONALITY: (encompasses those personal characteristics that directly influence professional performance.)	II. PREPARATION		III. TECHNIQUE		IV. PUPIL REACTION: (student response to activities over which the professional employee has control.)
<ul style="list-style-type: none">Exercises (prudent) judgment.Maintains personal hygiene.Maintains poise and composure.Maintains professional attitudes.	<ul style="list-style-type: none">Communicates with parents about student's progress.Demonstrates appropriate language usage.Demonstrates a willingness to cooperate toward district goals.Evidences planning which reflects objectives and activities.Keeps abreast of subject matter and special practices.Provides appropriate instructional material to meet the student's needs.		<ul style="list-style-type: none">Demonstrates ability to organize for instruction.Encourages students with appropriate reinforcement.Provides an educational atmosphere consistent with instructional goals.Provides for individual student differences.Utilizes appropriate strategies.		<ul style="list-style-type: none">Demonstrates work/study habits.Evidences communication skills.Exhibits behaviors conducive to learning.Participates in learning activities.

Rating: Temporary Professional Employee

I certify that the above-named employee for the period beginning _____

(month/day/year)

and ending _____ has received

(month/day/year)

a rating of **SATISFACTORY** ☐

UNSATISFACTORY ☐

Rating

(Total Category I, II, III, IV) _____

Seniority _____

Rating: Professional Employee

I certify that the above-named employee for the period beginning _____

(month/day/year)

and ending _____ has received

(month/day/year)

a rating of **SATISFACTORY** ☐

UNSATISFACTORY ☐

Date _____ I.U. Executive Director or Dist. Supt.

Date _____ I.U. Executive Director or Dist. Supt.

I acknowledge that I have read the report and that I have been given an opportunity to discuss it with the rater.
My signature does not necessarily mean that I agree with the performance evaluation.

Date _____

Signature of Employee _____

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RATINGS

§ 351.21. Rating form.

The following rating form has been promulgated under this chapter:

Commonwealth of Pennsylvania
DEPARTMENT OF EDUCATION
Box 911, Harrisburg, Pa. 17126

Rev. DEBE-333 TEMPORARY PROFESSIONAL EMPLOYE/PROFESSIONAL EMPLOYEE RATING FORM

Last Name _____ First _____

District/LEA _____ School _____

<p>Satisfactory Service of employee sufficiently acceptable to justify continuation of employment.</p>	<p>Signature of Rater _____</p>	<p>Position _____ Date _____</p>	<p>Unsatisfactory Improvement is essential to justify continuance in service.</p>	<p>Signature of Rater _____</p>	<p>Position _____</p>
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<p>I. PERSONALITY: (encompasses those personal characteristics that directly influence professional performance.)</p> <ul style="list-style-type: none"> • Exercises (prudent) judgment. • Maintains personal hygiene. • Maintains poise and composure. • Maintains professional attitudes. 	<p>II. PREPARATION:</p> <ul style="list-style-type: none"> • Communicates with parents about student's progress. • Demonstrates appropriate language usage. • Demonstrates a willingness to cooperate toward district goals. • Evidence planning which reflects short and long range objectives and priorities. • Keeps abreast of subject matter and special resources. • Provides appropriate instructional material to meet the student's needs. 	<p>III. TECHNIQUE</p> <ul style="list-style-type: none"> • Demonstrates ability to organize for instruction. • Encourages students with appropriate reinforcement. • Provides an educational atmosphere conducive with instructional goals. • Provides for individual student differences. • Utilizes appropriate strategies. 	<p>IV. P.C. (job performance)</p> <ul style="list-style-type: none"> • Deal with • Evade • Exceed • Exceed • Exceed
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Rating: Temporary Professional Employee
I certify that the above-named employee for the period beginning _____ (month/day/year) and ending _____ (month/day/year) has received a rating of **SATISFACTORY** or **UNSATISFACTORY**.

Date _____ T.O. Executive Director or DEB. Supl.

Rating
(Total Category I, II, III, IV)

Seniority

Weighted Total

Rating: Professional Employee
I certify that the above-named employee for the period beginning _____ (month/day/year) and ending _____ (month/day/year) has received a rating of **SATISFACTORY** or **UNSATISFACTORY**.

Date _____ T.O. Executive Director or DEB. Supl.

I acknowledge that I have read the report and that I have been given an opportunity to discuss it with the rater. My signature does not necessarily mean that I agree with the performance evaluation.

STANDARDS FOR USE OF DEBE-333

EMPLOYEE DEFINITIONS*

The term *professional employee* shall include those who are certificated as teachers, supervisors, principals, assistant principals, vice-principals, directors of vocational education, dental hygienist, visiting teachers, home and school visitors, school counselors, child nutrition program specialists, school nurses, school librarians and school secretaries, the selection of whom is on the basis of merit as determined by eligibility lists.

The term *temporary professional employee* shall mean any individual who has been

per category. The aggregate numerical value will not exceed 80 points when adding the four categories.

6. The final numerical rating for each category will appear in the designated block at the bottom of each category column. The total numerical score of the four categories shall be placed in the rating box.

7. Descriptors in each category shall not be weighted. The objective is to substantiate the numerical score with anecdotal records using the descriptors simply as guides.

8. A rating in any category of less than 20 points shall be substantiated by anecdotal records and discussed with the employee.

9. A copy of the rating shall be provided to any employee upon request.

DETAILED APPRAISAL FOR UNSATISFACTORY RATING

1. When an unsatisfactory rating in any major category I, II, III or IV is given an employee, the rater must place a check in the block opposite that category designation.

2. It is possible that a gross deficiency in a single category might be sufficiently serious to warrant a total rating of unsatisfactory.

3. Wherever an unsatisfactory rating is given, each such recorded rating must be stated and the specific circumstances supported by anecdotal records. The records must include specific details of evidence likely to be important in the event the services of an employee are to be discontinued.

4. Two consecutive unsatisfactory ratings of a professional employee are necessary to support a dismissal on the grounds of incompetency.

SUSPENSION AND NUMERICAL WEIGHTING

When the number of employees within the district must be reduced, the intermediate unit executive director or district superintendent shall follow the procedures in Section 1125 of the Public School Code of 1949. In accordance with standards and weighting incorporated in this card, seniority is to be added to the rating only when a substantial difference exists in the ratings of those considered for suspension. Seniority will be given the weight of one point for each year of service in the school district of current employment to a total not to exceed 20 points.

Source

The provisions of this § 351.21 adopted August 25, 1978, effective August 26, 1978, 8 Pa.B. 2339.

Notes of Decisions

Numerical Scores

The contents of the rating form of a teacher must include numerical scores to support an unsatisfactory rating to support a school district's proposed personnel action of discharge. *Hamburg v. Department of Education*, 458 A.2d 288 (Pa. Cmwlth. 1983).

The failure to use numerical scores as contemplated by the regulations which created the DEBE-333 form has no effect upon a rating of a teacher as unsatisfactory, since this section requires only that unsatisfactory ratings be approved and signed by the district superintendent or intermediate unit director and be supported by anecdotal records, and not that the unsatisfactory ratings contain numerical scores. *Hamburg v. North Penn School*

§ 351.24. General rating using alternative forms.

(a) When an alternative form has been approved by the Department, the rater shall use the alternative form for every official rating of temporary professional or professional employees.

(b) Professional employees shall be rated a minimum of once each year.

(c) Temporary professional employees shall be rated once each semester for a minimum of two ratings each year.

(d) Rating shall be substantiated by anecdotal records and discussed with the employee within 5 working days after the final observation preceding the rating. The discussion may take place before or after the rating is approved by the superintendent. The 5-day limitation may be extended only because of emergency or extenuating circumstances.

(e) A temporary professional and professional employee shall be given the opportunity to sign his rating form.

(f) If the employee refuses to sign in the space provided, the refusal shall be recorded and dated. The employee shall be notified in writing of this notation within 10 days.

(g) The alternative rating form shall be restricted to the consideration of four major categories: personality, preparation, technique and pupil reaction.

(h) The alternative rating form need not require numbers or a numerical rating.

Source

The provisions of this § 351.24 adopted August 24, 1979, effective August 25, 1979, 9 Pa.B. 2884; corrected November 26, 1982, effective February 16, 1980, 12 Pa.B. 4055.

Cross References

This section cited in 22 Pa. Code § 351.23 (relating to alternative rating form).

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